

EXEMPT RECRUITMENT ANNOUNCEMENT
Associate Director – Student Financial Assistance

Reports to: Student Financial Assistance Director
Division: Student Financial Assistance
Classification: Exempt
Salary: \$70,000 - \$88,000 DOQ
Closes: Open until filled. For guaranteed consideration, please submit applications by 5:00 p.m. on November 8, 2013

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Student Financial Assistance Division

The Student Financial Assistance (SFA) division is responsible for policy and operations related to state student financial aid. The division manages need-based grant and work-study programs, merit and conditional scholarships, conditional loan repayments, competitive grant programs, and other activities.

About the Position

The Associate Director is responsible for administering a variety of student financial assistance programs. The position will collaborate with other divisions, higher education agencies, institutions, and stakeholders.

The position supervises staff who manage payments and receivables for the College Bound Scholarship, State Work Study, and the State Need Grant (SNG), which is the state's largest financial aid program. The position will oversee the coordination of campus support services for special populations and manage related contracts. In addition, the position will serve in the director's absence representing the Council in various stakeholder and legislative venues.

WORK ACTIVITIES

Administrative/Fiscal

- Develop the annual SNG cost model and other cost models for use in fund management, reserve allocation, budget projections, and for legislative staff use.
- Manage aid program and administrative budgets.
- Oversee the management of SNG reserve allocations for schools, including all supplemental distributions.
- Assist with policy and fiscal analyses during the legislative session and as requested.
- Supervise assigned classified and exempt division staff and conduct performance reviews.
- Manage support and scholarship service contracts.

Program Management

- Provide oversight for need-based payment/receivables and other programs as assigned.
- Issue program procedure and policy guidelines and develop rules as necessary.
- Develop and oversee division receivables policies and procedures, including oversight of billing/collection agencies.
- Develop and implement the coordination of campus support services for Passport, College Bound and GEAR UP students.
- Develop program performance measures in collaboration with the SFA management team.
- Track and analyze data for programs.
- Recommend/assist in preparation of program rule and guidance updates.

Communication

- Act as a management team member including collaboration to improve program delivery and management.
- Participate in SFA Workgroup and other external committees as necessary.
- Provide student aid and affordability presentations to small and large groups.
- Interact with stakeholders and maintain positive relationships.
- Communicate with students, schools, and the general public effectively, including offering training.
- Serve in the director's capacity in his/her absence.

REQUIRED EDUCATION AND EXPERIENCE

Required Qualifications

- Bachelor's degree from an accredited institution
- Five years' experience in program management
- Knowledge of federal and state financial aid programs, regulations, and procedures
- Experience with data analysis and presentation
- Excellent verbal, written, and interpersonal communication skills
- Proficiency with spreadsheets and databases
- Ability to clearly communicate complex policies and procedures

Desired Qualifications

- Master's degree from an accredited institution
- Five years' experience working in financial aid in a higher education institution
- Experience with process evaluation and improvement

Application Procedures

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the required and preferred education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. Resume. A detailed resume including all educational and professional experience.
3. References. A list of names, titles, and current telephone numbers of three (3) employment references.
4. Authorization to Release Information form.*
5. Affirmative Action Form (optional).*

*These forms can be found on our website at: <http://wsac.wa.gov/employment>

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only**, with "SFA Associate Director" in the subject line.

Email: Karenm@wsac.wa.gov

Phone: 360-753-7802

Karen Moton-Tate
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Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process. Generic cover letters will be considered non-responsive and may eliminate you from further consideration. You should keep a copy of your application for your files.

The Washington Student Achievement Council is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance. Please call (360)753-7802 as early as possible regarding any assistance you may require.